

## SASP REPORTING TABLE

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Tennessee Dept. of F & A Invoice for Reimbursement (Please make request for invoices to Maher Wasef)	Monthly (minimum quarterly)	<a href="mailto:Maher.M.Wasef@tn.gov">Maher.M.Wasef@tn.gov</a> for Questions and Inquiries  <a href="mailto:OBF.Grants@tn.gov">OBF.Grants@tn.gov</a> for Invoicing
<a href="#">Client Survey Annual Outcome Report</a>	July 1st – June 30th	Submit Online by July 31 <sup>st</sup>
ANNUAL PROGRESS REPORT FOR SASP via Muskie	July 1st – June 30th	Form will be Provided by your Program Manager Submit to Program Manager by July 31 <sup>st</sup>
<a href="#">Quarterly Program Income Summary</a>	Quarterly for Income Producing:  July through September October through December January through March April through June  Fiscal Year (July 1 <sup>st</sup> through June 30 <sup>th</sup> )– NO Income Producing:	Submit Online by: October 15th January 15th April 15th July 31 <sup>st</sup>  July 31st
<a href="#">Equipment Summary</a>	July 1 <sup>st</sup> through June 30 <sup>th</sup>	Completed online  July 31 <sup>st</sup>  <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u>

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<a href="#">Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)</a>	<b>Quarterly for Period Ending</b>  <b>July through September</b> <b>October through December</b> <b>January through March</b> <b>April through June</b>	Complete and email to <a href="mailto:OCJP.P3@tn.gov">OCJP.P3@tn.gov</a>  <b>October 30<sup>th</sup></b> <b>January 30<sup>th</sup></b> <b>April 30<sup>th</sup></b> <b>July 31st</b>
<a href="#">Training Participant Survey Outcome Report</a>	<b>July 1st – June 30th</b>	<b>Submit Online by July 31<sup>st</sup></b>
ANNUAL FISCAL AUDIT or ANNUAL FISCAL REPORT non Profit Agencies Only	<b>The most recent fiscal year.</b>	<b>Due no later than 9 months after the close of the agency fiscal year</b>  <b>OCJP Asst. Director, Fiscal</b> <a href="mailto:Wendy.Heath@tn.gov">Wendy.Heath@tn.gov</a>